



Cancellation Policy

In order to plan and deliver high quality trainings, the National FDC Program has the obligation to estimate the attendance at trainings, sign contracts, and prepay expenses. Therefore, we have established the following refund/cancellation policy.

Please Note: There are a limited number of spaces for participants at training events, so if cancellation is necessary, your earliest notification is appreciated. Thank you.

Payments/Refunds

Invoices will be provided for the full registration fee following acceptance or at least 30 days prior to institute start date. All payments should be made in full by the invoice due date listed or prior to the institute. Payments can be made by check to the University of Connecticut and sent to the remit listed on the invoice. Payments can be paid online via payment link, provided upon request. Checks should not be brought to the institute. Refunds will not be granted for any reason.

Participant Cancellations

All cancellation requests must be submitted via e-mail to the National FDC Office prior to the start of the Institute. Notifications should be sent to nationalfdc@uconn.edu. Please include full name and agency of applicant along with the name of the institute.

For any cancellations after the invoice period or a no show to the institute without proper notification will owe the full registration fee. In this case, paid registrations will not be credited towards future institutes.

To avoid cancellation charges, someone from your agency may attend in your place if also accepted through our standard application process. Substitutions are allowed if the new applicant meets the training requirements.

Institute Cancellations

In the event National FDC must cancel an institute, applications will stay on file for one year to roll over to another institute. Paid invoices will also be rolled over towards another FDC Institute registration of your choice. Unpaid invoices will receive a credit memo to void due payments. Once credit memos have been processed, you will receive a notice via email.